

A1
This electronic mail system includes means to put a mark code on each of the answer-requesting items in a text of electronic mail to be transmitted and add a list of possible answers or candidates. A means adds control information for the mark code and the candidate-answer list to control information of the mail to be transmitted. A means selects a reply message from the possible answers when preparing a reply mail. A means automatically generates a reply mail from the received mail and a selected answer message. In this system, the sender of electronic mail can prepare and send the electronic mail by preparing control information, mark codes and lists of possible answers, and the recipient of the transmitted electronic mail, prepared in the manner as described above is required only to select one of the possible answers from each list when preparing a reply to the received mail. The system can automatically generate a reply letter by associating the received mail items with the answers selected by the user and transmitting the associated reply.

The paragraph beginning at line 26 of page 2 has been amended as follows:

A2
Furthermore, the recipient cannot choose a different

The paragraph beginning at line 11 of page 10 has been amended as follows:

A3
An ROM (Read Only Memory) 10 has a font-information area 101 storing character fonts to be displayed on the LCD 2a, a program area 102 storing a program describing actions of the central control portion 8, a dictionary area 103 for converting signals to characters, a coordinates storage area 104 storing conversion information for converting coordinate data detected by the tablet control portion 4 to coordinate corresponding to a display position.

Before the paragraph beginning at line 22 on page 14, insert the following paragraph:

A4
When a RETURN button 22 is detected at the touched position, the current screen is replaced by a preceding screen displayed just before the current image.

Before the paragraph beginning at line 23 on page 15, insert the following paragraph:

A5
When a RETURN button 262 is detected at the touched position, the current screen is replaced by a preceding screen displayed just before the current image.

Before the paragraph beginning at line 26 on page 17, insert the following paragraph:

A6
When a RETURN button 22 is detected at the touched position, the current screen is replaced by a preceding screen displayed just before the current image.

Replace the paragraph beginning at line 16 on page 22 with the following new paragraph:

A7
When a desired answer example was selected from the list 24 (Step S24), the selected character strings are given a citation mark (Step S25) and stored in a citation character-string buffer 116 (Step S26) and the selected answer is stored in an answer character-string buffer 117 (Step S27). A reply data preparing screen 25 as shown in Fig. 8 is then opened on the received-mail screen (Step S28) and the character strings stored in the buffer 116 are displayed as cited sentences on the screen 25 (Step S29) and the character string stored in the buffer 117 is also displayed as an answer thereon (Step S30). The procedure is held in waiting state until a new touch

Replace the paragraph beginning at line 16 on page 24 with the following new paragraph:

A8
When the contents part of the screen was touched with the pen, the procedure proceeds to Step S48 whereat the contents is input and edited. When the title part of the screen was touched with the pen, the procedure proceeds to Step S49 whereat the title is input and edited. Then, the procedure returns to Step S45.

Replace the paragraph beginning at line 24 on page 24 and concluding at line 6 on page 25 with the following new paragraph: